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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 14 December 1951

FROM : Chief, Transportation Division

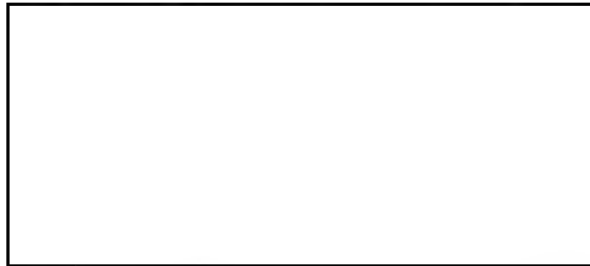
SUBJECT: Monthly Report of Transportation Activities - November 1951

The following report of activities of the Transportation Division during the month of November is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:

25X1A



171 local hauls in and around Washington

2. Que Building Motor Pool Operations:

934 total trips made
 44.9 average number of trips per day
 10091 total miles operated
 480.5 average miles per day
 4.7 average number of cars in pool per day
 10.8 average miles per trip
 44.3 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per day</u>
September	9,300	691	489.4
October	9,887	899	429.8
November	10,091	934	480.5

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 23,408 passengers, and average of 1114.6 per day.

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3. Following is a report of the activities of the [redacted] Garage: 25X1

During the month five (5) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs		- 46
*Labor	- \$ 529.50	
Parts	- 360.00	
Repair Jobs Performed Outside		- 7
Labor	- \$ 196.36	
Parts	- 39.21	
Maintenance Work		- 141
Labor	- \$ 919.50	
Parts	- 51.79	

*Work performed by Mechanics

Maintenance Work (Performed by Mechanic's Helpers)

Cars Washed	- 212
Cars Lubricated	- 94
Other Service Jobs	- 75

The total value of labor performed by the Mechanics in the garage during the month was \$1449.00, compared with their salaries of \$858.75, indicating a saving of \$590.25. The value of labor performed by the Mechanic's Helpers was \$921.25, compared with salaries of \$916.64, indicating a saving of \$4.61, an overall saving of \$594.86 for the month.

During the month the Transportation Division hauled 3,051 cases, total weight 565,140 pounds to the various ports and air terminals for export shipment.

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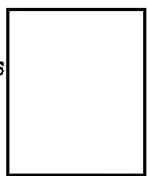


4. Fifty-two passenger cars operated 55,277 miles; thirty-three (33) trucks operated 45,120 miles; while six (6) buses operated 11,407 miles, a grand total of 111,804 miles.

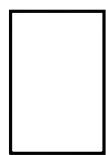
5. Volume of work and flow of personnel through the Shipping Branch of the Transportation Division was as follows:

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Rail Reservations
Airline Reservations
S.S. Reservations
Hotel Reservations

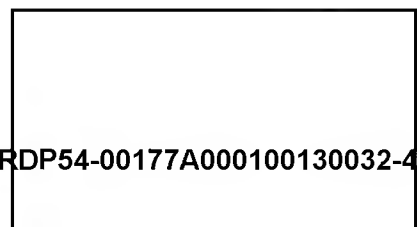


Foreign Travelers
Domestic Travelers
Trans. Requests



25X1

25X1



25X1